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DD / S R E G I S T R Y
F I L E *Q + M 9*

2 January 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Reduction of Personnel Ceilings for FY 1970 and FY 1971

1. On 2 January 1970 Mr. Bannerman presented the Support Directorate personnel reductions required by the Executive Director-Comptroller's memo of 30 December 1969. Present were: Messrs Meloon, [redacted] Cunningham, [redacted] Tietjen, [redacted] Wattles, [redacted] and [redacted]

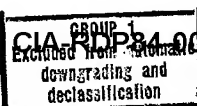
2. Mr. Bannerman opened the meeting by outlining the extent of the personnel reductions Agency-wide and their particular effect upon Support. A tabular presentation on the blackboard as well as handouts to the Offices identified the cuts in considerable detail. He noted that reports from each Office head were required by COB 6 January 1970 in order to respond to Colonel Whites requirement for a reply by 8 January. Their responses are to be addressed to the cumulative reductions for the 18 month period ending 30 June 1971.

3. Mr. Bannerman presented two facets of the reductions, the effect upon office programs and the problem of the actual numbers of personnel to be reduced. He outlined the various approaches to the problem which they should consider including reduction or elimination of programs or parts of programs, reducing the level of services or of eliminating marginal services (however, stimulating or interesting to their own staff). He pointed out the wisdom of requiring senior officials to authorize requested services. He indicated that in some situations recourse to the contract route could be considered even though the costs might be greater. Funds for such contractual arrangements must be sought since O/PPB will undoubtedly make personnel fund reductions as well.

4. In reviewing the tabular presentation of the reductions concern for balance as well as the numbers was expressed by several Offices, and Mr. Bannerman requested Bob Wattles to outline the liberalized interpretation of the "position abolishment" policy which may be distributed as a memo early next week (this involves the age 50 employees with 20 yrs. of service and the age 55 employees generally). Several individuals also noted the attrition vs the mix problem, the additional training problem, the security clearance problems inherent in contractual services in lieu of staff and the possibility of reduction side-effects resulting from DDP reductions of Support career service positions.

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5. George Meloon (who earlier proffered his own retirement letter as an individual contribution to the cause) cited the contradiction of extending retirees at age 62 when faced with consideration of inducing retirements in the age 50-55 group. It was acknowledged that a firm policy on retirement must be required. Mr. Bannerman closed by recognizing the "toughness" of the problem facing the Offices.

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Deputy Chief, DD/S Plans Staff

cc w/att - Mr. Coffey

Distribution

Orig - DD/S Subject w/att

1 - DD/S Chrono

1 - PS Chrono

1 - cc as noted above

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Insert:

[Redacted] reminded those present that reductions of the SIPS staff would return individuals to their parent offices (Sec, Fin, Log, etc.)

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DD/S 69-5781

30 DEC 1969

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Personnel Ceilings for FY 1970 and FY 1971

1. At our meeting of 17 December it was agreed that I would provide targets to achieve the five percent personnel reduction required by year-end FY 1971. Accordingly, I ask that you consider the following figures as the new ceilings for your Directorate:

FY 1970

FY 1971

[Redacted]

2. These ceilings have been determined after consideration of various factors affecting your Directorate, including OPRED reductions, current vacancy situations, guidance from the DCI concerning the general posture of the Agency, recent program decisions affecting the 1971 budget, and the comments of the Deputies made at the 17 December meeting.

3. It is requested that you provide me by close of business on 8 January with a distribution of these ceilings by component and a specific statement of the impact you believe these new ceilings will have on the programs and manpower resources of your Directorate. In addition, since further adjustments may be necessary, please provide a revised component breakdown and statement of additional impact which assumes a 1971 ceiling with 50 fewer positions than indicated above.

4. O/PPB will be glad to assist you in the preparation of this information and to advise you of the rationale by which the proposed ceilings were reached.

/s/ L. K. White

L. K. White

Executive Director-Comptroller

GROUP 1
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